

**Grace A. Dow Memorial Library Board Meeting
February 17, 2016, 7:00 p.m.
City Hall Council Chambers**

MISSION

To inspire lifelong learning by connecting people and resources

VISION

To be the most dynamic, accessible, and relevant learning environment in the community

AGENDA – Wednesday, February 17, 2016

- I. Roll Call – Maxine Brink, Michael Burhans, Lucille Cronin, Sarah Galt, Debbie Hayes, Steven Markey, Laura Peterson
- II. [Acceptance of November 18, 2015 Meeting Minutes](#)
- III. Additions or Changes to the Agenda
- IV. Public Comments
- V. [Director's Report](#)
- VI. [Patron Comments and Suggestions](#)
- VII. Library Board Expiring Terms
Brink, Burhans, Peterson
- VIII. City of Midland 2016-2017 Budget Schedule
- IX. Mideastern Michigan Library Cooperative Report – Cronin
- X. Strategic Plan
- XI. Announcements
- XII. Adjournment

Next meeting date: March 16, 2016 – **MEETING WILL BE HELD IN THE LIBRARY BOARD ROOM**

**Grace A. Dow Memorial Library
Library Board Minutes
Wednesday, November 18, 2015, 7 p.m.
City Hall Council Chambers**

I. Roll Call

Brink called the meeting to order at 7:00 p.m.

PRESENT: Melissa Barnard, Maxine Brink, Michael Burhans, Sarah Galt, Debbie Hayes, Steven Markey, Laura Peterson

ABSENT: Lucille Cronin

ALSO PRESENT: Ron Beacom, Manager of MCTV and Library Communications;
Roberta VanHolstyn, Technical Secretary

II. Acceptance of October 21, 2015 Meeting Minutes

Motion by Galt to accept minutes as submitted, seconded by Burhans. Motion approved.

III. Additions or Changes to the Agenda

None

IV. Public Comments

None

V. Director's Report

Barnard highlighted the retirement of Katherine Redwine, Reference Librarian. She has 27 years of service at the Library.

Barnard reviewed the dates that the Library will be closed during the upcoming holidays: Thursday, November 26th for Thanksgiving, and on Wednesday, November 25th and Friday, November 27th, at 5:00 pm.

The Library will be closed Christmas Eve, Thursday, December 24th, and Christmas Day, Friday, December 25th. On Thursday, December 31st, the Library will close at 5:00 pm and will be closed New Year's Day, Friday, January 1st. The Library will be open on both of the holiday weekends.

The hosts of "Under the Radar Michigan" will be at the Library Friday, November 20th at 7:00 pm.

Barnard shared the recent issue of "At Your Service" newsletter from the City that had an article on tablet help at the Library. These newsletters are delivered to each home in Midland.

The Friends of the Library will hold a Holiday Bargain Book Sale in the Cup & Chaucer area on Saturday, December 12th, from 11:00 am to 3:00 pm. The sale will

feature children's books. All books will sell for \$.50 including those on the book shelves.

Beacom announced that the annual MCTV Honors Night to recognize the access users will be Thursday, November 19th at the Creative 360 Center. There will be a reception at 6:30 pm with the program at 7:00 pm. The Rosemarie Byers Community Voice Award, will be given to Immanuel Baptist Church and the Edith Doyle Community Award, will go to her son, Tim Doyle who is now a regular volunteer. The technical facilities upgrade will also be highlighted.

Galt questioned whether Barnard had information on what the UTR hosts would be presenting. It will be an entertaining presentation that will include video from their shows. The book "Under the Radar: The First Fifty" will be available for sale after the program.

It was noted that the lecture by Jerry Dennis on the Great Lakes in the Changing Earth series was well attended.

VI. Patron Comments and Suggestions

SIGNED COMMENTS:

Please get more head phones. They are all checked out almost every time I come and I like to listen to music without bothering others. Thank you!

Head phones were added to replace those that were removed due to malfunctions.

VII. Kiwassee Kiwanis Flag Project Request

Kiwassee Kiwanis has offered to place American flags along Library property on Eastman Avenue on Memorial Day, Flag Day, Independence Day, Labor Day, and Veteran's Day. The flags would be purchased with donations to Kiwanis. The number of flags placed will depend on the donations. The flags will be put out at sunrise and taken down at sunset on the designated days. In response to Galt's concerns, Barnard had consulted with maintenance staff and there are no foreseeable problems with the project. Motion by Burhans to approve the Kiwassee Kiwanis Flag Project request, seconded by Markey. Motion approved.

VIII. Mideastern Michigan Library Cooperative Report

No Report.

IX. Cup & Chaucer Coffee Bar

Arnold Center staff has removed all of their equipment from the coffee bar area. There is no new information regarding a new coffee bar vendor. Installation of vending machines is being considered to provide beverages and snacks for Library patrons. Burhans will provide Barnard with contact information for a vending company. Galt commented that the Friends Holiday Book Sale may spark ideas for other uses of the space.

X. Strategic Plan

In referring to the “Library at a Crossroads” report distributed at the last meeting, Barnard compared the services and programs currently at the Library with the list that the respondents to the survey expressed they would like to see at public libraries. A copy of the Midland: Exploring Our Future Strategic Community Plan update was provided to Board members to compare the information in that plan with the direction of the Library.

Offer Early Literacy Programs

- Building Blocks programs
- Beyond Books Early Literacy Activity Center
- Discovery Depot
- Head Start collaboration
- Staff representative on Great Start Collaborative

Coordinate with Local Schools

- MPS collaboration: book lists, training, databases, promoting library through flyers, posters and displays in schools, Board member representative
- First Grade Tours
- Battle of the Books
- Finals Cram Night
- Practice SAT
- Summer Reading Program

Programs on How to Use Digital Tools

- Computer classes
- Tablet user group
- One-on-one assistance with eReaders and tablets
- Individual assistance on public computers

Online Privacy and Security

- Offered class in February 2015 – Maintenance and Security of Your Windows PC

Services and Programs for Active Military and Veterans

- Gave our books on World Book Night at an American Legion Post

List of Veterans’ Organizations in Midland County:

- Midland County Veterans’, Services/Michigan Veterans’ Affairs Agency
- Midland County Veterans Organizations: American Legion Posts, Active Chapter, Veterans of Foreign Wars Post, Disabled American Veterans chapter
- National Guard Recruiting Amory, Midland

Comfortable Spaces for Reading, Working and Relaxing

- Cup & Chaucer area
- First floor carrels, lounge chairs with lap desks, booths, Quiet room

- Mezzanine tables and chairs, lounge chairs
- Youth Services Teen Spot
- Conference Rooms

Services for Immigrants and First Generation Americans

- Citizenship practice test on Learning Express database
- Staff representative on the Midland County College Access Network
- ESL programs offered through Legacy Center for Community Success

Services and Programs for Local Businesses and Entrepreneurs

- Monthly “Starting a Business” program in collaboration with the Michigan Small Business Development Center
- Print and online resources

3D Printers and Other Digital Tools to Make Objects

- Mideastern Michigan Cooperative is exploring purchasing 3-D Printers for members to share

Move Print Books out of public areas to free up more space

- This is not a feasible option at this time.

Hayes questioned how the Library determines what to purge from the Library’s collection and how often this is done. Barnard explained that the condition of the book is considered, whether the information is up-to-date, the number of circulations during a period of time and the status as a classic. The materials removed are donated to the Friends for their book sales. The collection “weeding” process is ongoing with some areas checked every year and some areas less frequently.

Barnard noted the book collection was much larger in the past. Today there are less books in part because of a flat materials budget but also funds are being invested in other formats.

Hayes commented, based on the Pew report, that in the future libraries should be prepared to provide space for people and technology. Barnard noted that the Youth Services non-fiction collection is not being used as in years past due to online resources. As less resources are needed in this collection, less shelving will be necessary.

Markey inquired whether there is a shortage of seating in Youth Services. There is limited seating because of the shelving so as the shelving is reduced, space will be available for needed seating.

Galt thanked Barnard for compiling the information and presenting it to the Board.

Galt suggested that the Teen Spot might be considered for middle school students and high school students be moved to a location upstairs.

Barnard reviewed the Board's goals from the Strategic Plan.

- Galt and Cronin have volunteered to serve on the Community Open House committee and meeting dates are being considered.
- Hayes volunteered to write a thank you letter to Senator Jim Stamas for his role in increasing state aid funding to libraries.
- One article written by Debbie Hayes has been submitted to the Midland Daily News. Board members are submitting information for their favorite children's book for an upcoming article.
- Volunteers are needed for Kid's Day at the Mall, January 23rd.
- Volunteers will be needed for Senior Day at the Mall in April and the Dr. Seuss celebration in Discovery Square in June.

Beacom will compile a column for the newspaper with the favorite children's books of Board members. The article would be published in early to mid-December to encourage people to either purchase books for gifts or visit the Library to check out the suggested books. Board members need to provide titles to Beacom by Thanksgiving.

After Thanksgiving, Beacom will communicate with Board members about opportunities to assist at Kid's Day at the Mall on Saturday, January 23rd.

XI. Announcements

Hayes inquired about the one-on-one tablet session held in the afternoon. Barnard reported that the first time the sessions were offered, all slots were filled. She did not have a count for that afternoon's session but Beacom remarked that he saw several people being helped. A tablet users group is scheduled for December 2nd.

Peterson attended the Battle of the Books kickoff and commented that author Stuart Gibbs was excellent and students are checking out Battle books at the school libraries. She complimented the Youth Services staff on the great selection of books. Both sessions of the program were very well attended and the students asked great questions of the author. Burhans appreciated the hard work the librarians do in compiling the book list.

XII. Adjournment

Galt moved to adjourn. Burhans seconded. Motion approved. Meeting adjourned at 7:54 p.m. The next meeting of the Library Board is February 17, 2016.

PATRON SUGGESTIONS AND CONCERNS – February 2016

SIGNED COMMENTS:

1. Consider making the default be having your receipts emailed to you instead of printing them? I have a feeling that most people would appreciate this, and it would allow for less paper usage.
2. I love this library, but it is seriously lacking in activities for the 25 to 35 year old crowd. The book club seems to be directed towards an older crowd and it would be fantastic if there was a book club (or other gathering) directed towards those who are too old for teen groups but too young for your traditional book club.
3. I think you are doing super good. I love all the books you have.

UNSIGNED COMMENTS:

1. You are doing a great job!
2. MelCat is a great service!

Grace A. Dow Memorial Library Board
Director's Report
February 11, 2016

Adult Services Activities

Sudi Kotecha, Reference Librarian, did a book talk for the Literary Focus Group.

Adult Services staff provided Microsoft Office training for Midland Firefighters.

Youth Services Activities

The Battle of the Books has 56 teams registered. The Championship Battle is Thursday, March 3rd at 4:30 pm in the Auditorium.

There were 173 students who came to the Library for Cram Night.

Deanna Schroden, Associate Youth Services Librarian, participated in a webinar entitled "Learning Challenges as a Way to Increase the Impact of Summer Reading" presented by Brooklyn Public Libraries through the Library of Michigan.

Youth Services staff provided database information and a Library tour to the Midland Public Schools Media Center staff. Laura Peterson coordinated this for the MPS staff.

Community Collaborations

On Martin Luther King, Jr. Day, members of the Midland Area Community Foundation Midland County Youth Action Council helped children with a special craft and read MLK related stories to children at the Library.

Law students from Michigan State University will be offering free tax preparation to low-income individuals and families on Monday, March 7th and Tuesday, March 8th at the Library. This is through the alternative spring break program. The students will advertise the service and handle registration.

Other

Board Members Debbie Hayes, Laura Peterson and Michael Burhans volunteered at Kids Day at the Mall. They helped 228 children make Pete the Cat hats and 300 library bags were passed out.

Mideastern Michigan Library Cooperative provided technology grants to member libraries. With the grant funds, two iPads were purchased to replace the children's game computers, two new computers for word processing will replace older computers and Microsoft Office Suite will be available on all public computers.

Pop and snack vending machines have been placed in the Cup & Chaucer Coffee Bar area.